



## Billings Job Service Employers' Committee

### Meeting Minutes

September 16, 2005

#### **Employers Attending**

Jo Lamey - Chair	JL Marketing and Research
Jan Begger - Treasurer	Alternatives
Lisa Reynolds	Sage Technical Services
Lynn Dee Schmidt	Yellowstone County
Margene Bernhart	MSU-Billings
Diane Ruff	Associated Employers
Patty Nordlund	Big Sky EDA
Tami Yelvington	Herbergers
Heather Pedersen	First Interstate Bank
Jay Strever	Billings Gazette
Terry Naccarato	ConocoPhillips
Joan Kimball	Yellowstone Council on Aging
Shelly Popp	FutureSync

#### **Job Service Staff Attending**

Tom Frisby – Manager  
Ryan Johnson - JSEC Coordinator  
Drea Brown – JMG, Helena

#### **Excused:**

Diane Harkins	PPL Montana
Sara Fox	District 7 HRDC
Kathy Jo Opprud - JSEC Vice-Chair	Hoiness LaBar
Rebecca Rhoads	Deaconess Billings Clinic

#### **Introductions**

Jo Lamey was introduced as the new Billings JSEC Chairperson.  
Jan Begger was introduced as the new Billings JSEC Treasurer.  
Ryan Johnson was introduced as the new Billings JSEC Coordinator.

#### **Minutes from last meeting:**

Last meeting was summer planning session.

#### **Manager's Report**

Tom extended a sincere thanks to Diane Ruff for here years of dedication as the Billings JSEC Treasure. The Billings Job Service now offered extended hours of operation on Tuesday evenings until 7PM. Tom also discussed the Workforce Investment Act (WIA) Single Statewide Planning Area White Paper. This paper addresses the reallocation of funds for “one-stop” locations throughout the state in the MACo (Montana Association of Counties) Districts. Tom

encouraged anyone wishing to comment on the issue to do so, as the deadline is today (September 16, 2005).

### **Treasurer's Report**

Jan reported on transferring the JSEC account from USBank to Western Security. This was done to avoid incurring monthly service charges on our account. Scholarship checks have been sent. Jan will have an up-to-date report by our next meeting. Diane Ruff suggested a possible increase for booths at the Jobs Jamboree, as we lost money on last year's event.

### **Lay out the New Year (Strategic Planning Overview)**

Jo went over the proposed calendar from the Summer Planning session; it looks like another busy and productive year!

- Remember: The October 21<sup>st</sup> meeting is "Bring A Friend" day. If you know anyone in an organization not actively involved in JSEC, please invite them to join us. Dinner for two at a local establishment will be awarded to the winner of the "Bring A Friend" drawing. You'll get one entry for each "Friend" you bring.

### **Organization of JSEC Committees**

November Forum: Patty Nordlund, Jay Strever, Diane Ruff and Heather Pedersen

- Tom Frisby has requested a presence from Helena to include Gov. Sweitzer, Commissioner of Labor and Industry Keith Kelly, Chief Business Development Officer Evan Barrett, and/or Director of Department of Commerce Tony Preite. The proposed theme would focus on the Montana Vision of Economic Development.

Jobs Jamboree: The Billings Job Service Jobs Jamboree Committees will primarily organize this year's Jamboree. Anyone interested in assisting one of the Job Service committees should contact Ryan Johnson (655-6081).

### **Scholarship Committee**

LynnDee Schmidt volunteered to be the Scholarship Committee Chair. Lisa Reynolds, Shelly Popp, and Kathy Jo Operund volunteered to serve on the committee. LynnDee will coordinate a meeting with the members.

### **New Presentation Plan for Area Schools**

Great job to LynnDee for putting together the Power Point presentation. Many Montana JSECs for use in their specific communities are reviewing this presentation, or portions of it.

This year, JSEC will coordinate with area schools to provide informational "classes" and presentations on any requested appropriate business topic. Ryan is collecting contact information for area principals and business teachers. If anyone has an area of interest they would be willing to present, contact Ryan. He'll keep an updated copy of our available resources. We will request schools contact

### **Job Service Shirt Sponsorship Update**

Through a "loan" from JSEC, the Billings Job Service was able to order logo embroidered polo shirts from Suttons. These shirts were provided to every Billings Job Service employee to wear when representing Job Service at area events. To "repay" for the shirts, Job Service will organize/plan seminars under the JSEC name (to allow for money collection). These seminars will take place as often as necessary. See possible topics listed below.

## **Discussion of Seminar Topics**

The following came from a brief brainstorm for seminar ideas:

- Employer/Employee Handbooks
- Legal Issues (with Jeanne Bender)
- Identity Theft (Heather Pedersen may have contact information)
- Sexual Harassment
- Lunch & Learns
- Independent Contractor Regulations
- Subsequent Injury Fund
- Innovation & Teamwork (by Terry Naccarato)

If anyone has other suggestions, bring them to the next meeting or contact Ryan Johnson.

## **Jobs for Montana Graduates – Drea Brown**

Drea Brown came down from Helena to tell us a bit about the Jobs for Montana Graduates (JMG) program. After hearing about the Billings' JSEC involvement in area schools, Drea was excited to continue building/rebuilding the partnership JMG used to have with area JSECs.

The JMG program:

- Has been in Montana High Schools since 1990.
- Focuses on assisting “at-risk” youth, including dropouts & students with no future plans or resources to achieve their plans.
- Has been greatly reduced/eliminated from many schools due to budget and space restrictions.
- Is currently only active in the Billings Career Center.
- Classes are accredited with a curriculum including goal setting, career expectations and soft skills training.
- Offers a fall leadership conference and spring competition and conference to participants.
- Gives students “real-file” purpose to curriculum.
- Is funded by the JMG Foundation.

Drea can be reached at [dbrown@mt.gov](mailto:dbrown@mt.gov) or 406-444-0978.

Next meeting: October 21, 2005 at the Billings Job Service